WORKPAPER INSTRUCTIONS

OPEN-END HOME EQUITY LINES OF CREDIT

General Instructions

Enter requested information on worksheet(s). If information is not available or disclosure is not applicable, enter "N/A."

Use the Comments and Violations Section:

For apparent violations (for example, subsequent disclosures were not provided, etc.)

Any issues requiring additional comments or review/follow-up

Clearly state violations. Highlight or mark in red for easy reference.

1. Enter the financial institution's:

Name

Cert. #

Branch

Examination date

Examiner-in-charge

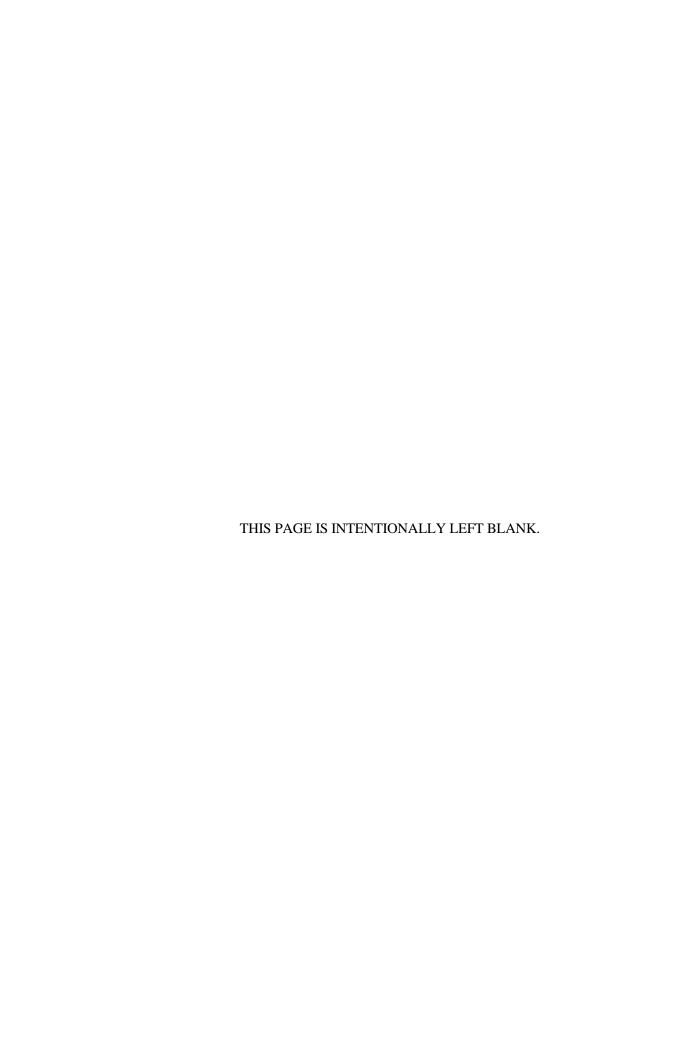
Name of the individual who actually completed the workpaper

2. Enter the following data:

- a) Borrower's name
- b) Borrower's address
- c) Borrower's census tract
- d) Loan number
- e) Loan date
- f) Loan officer's name or code
- g) Application date
- h) Purpose of the loan
- i) Loan amount or amount financed

Truth in Lending Act (TILA)

- 1. Was the home equity (HE) "Your home is on the line brochure" provided at the time of application?
- 2. Indicate when the TILA disclosures were provided (date or number of business days).
- 3. Enter the annual percentage rate (APR) disclosed and calculated by the examiner.
- 4. Enter the finance charge (FC) disclosed and calculated by the examiner.
- 5. Was the right of rescission provided?
- 6. Was a periodic statement provided?
- 7. Did the periodic statement identify the credit transactions?
- 8. Was the subsequent disclosure provided?



Open-End Home Equity Lines of Credit Worksheet Instructions (continued)

Flood Insurance

- 1. Was the Standard Flood Determination Form properly completed?
- 2. Was the Flood Notice provided to the borrower and servicer as required and did it meet all regulatory requirements?
- 3. Was the Flood Notice provided to the servicer as required and did it meet all regulatory requirements?
- 4. Was a written notice sent to the Director of FEMA (or designee) regarding the name of the servicer of any loan located in a special flood hazard area, or when there was a change in the servicer?
- 5. Is flood escrow required and was it done? (NOTE: If loan is subject to RESPA, escrows must comply with Section 3500.17.)
- 6. Is the flood policy current?
- 7. Is the amount of flood insurance sufficient?

Real Estate Settlement Procedures, Regulation X

- 1. When was the good faith estimate (GFE) provided (date or number of business days)?
- 2. Was mortgage servicing disclosure statement (MSDS) provided as required by Regulation X (required only on first liens)?

HMDA

- 1. If the institution chooses to record home equity lines of credit, was the data collected for entry on the LAR?
- 2. LAR Was information transferred to the LAR correctly and within the 30 day requirement? (YES/NO/NA)

Fair Housing, Part 338/ECOA

- 1. Was monitoring information collected? (YES/NO/NA)
- 2. Was additional ECOA information for home loan applications collected? (YES/NO/NA)
- 3. Was the Appraisal Notice Availability Statement provided? (YES/NO/NA)
- 4. Enter the Race of the applicant.
- 5. Enter the Sex of the applicant.
- 6. Enter the Age of the applicant.
- 7. Enter the Marital Status of the applicant.
- 8. Enter the Race of the co-applicant.
- 9. Enter the Sex of the co-applicant.
- 10. Enter the Age of the co-applicant.
- 11. Enter the Marital Status of the co-applicant.

Fair Lending

- 1. Enter the loan amount requested.
- 2. Enter the loan amount granted.
- 3. Enter the loan-to-value ratio.
- 4. Enter the loan-to-price ratio.
- 5. Enter the monthly debt-to-income ratio.
- 6. Enter the housing payment-to-income ratio.
- 7. Enter monthly income (Either gross or net. Be consistent.)